

**Bidding Requirements, Contract Forms and Conditions of the Contract**  
**ADDENDUM**  
**Section 00900**

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**ADDENDUM No. 3**

Date March 20, 2014

City of Austin

Project Name REBID FACILITIES AND FORCE MAIN SERVICES INDEFINITE DELIVERY/INDEFINITE QUANTITY

C.I.P. No. 9084.001

This Addendum forms a part of Contract and clarifies, corrects or modifies original Bid Documents, dated February 24, 2014. Acknowledge receipt of this addendum in space provided on bid form. Failure to do so may subject bidder to disqualification.

**A. Project Manual Revisions:**

- 1) Delete "Table of Contents" in its entirety, and replace with the attached "Table of Contents".
- 2) Delete Page 33 of 40 out of Section 00300U, "Unit Price Bid Form", and replace with the attached Page 33 of 40 out of Section 00300U, "Unit Price Bid Form".
- 3) Delete Section 00830BC, "Wage Rates and Payroll Reporting" in its entirety, and replace with the attached Section 00830BC, "Wage Rates Building Construction".
- 4) Delete Section 01300, "Submittals" in its entirety, and replace with the attached Section 01300, "Submittals".

**B. Drawing Revisions: None**

This addendum consists of 23 pages.

 3/17/2014

Approved by OWNER

 3/17/2014

Approved by ENGINEER/ARCHITECT

**END**



**Document  
Number**

**Title**

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**VOLUME 1**

**INTRODUCTORY INFORMATION**

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**BIDDING REQUIREMENTS, CONTRACT FORMS, & CONDITIONS OF THE CONTRACT**

**Pre-Bid Information**

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00100 04/22/13 Instructions to Bidders

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00220 05/06/11 Geotechnical Data

**Bid Forms**

00300U 03/12/12 Bid Form (Unit Price)

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00405 09/25/05 Certificate of Non-Suspension or Debarment  
00410 05/06/11 Statement of Bidder's Safety Experience  
00440 05/06/11 Affidavit - Prohibited Activities  
00475 05/06/11 Nonresident Bidder Provisions

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00620 02/23/10 Payment Bond  
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00631 03/12/12 Title VI Assurances Appendix A  
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00670 08/09/12 Sales Tax Exemption Certificate  
00680 06/05/06 Non-Use of Asbestos Affidavit (Prior to Construction)  
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**General Conditions**

00700 04/22/13 General Conditions

**Supplementary Conditions**

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00830 03/12/12 Wage Rates and Payroll Reporting  
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00830HH 01/03/14 Wage Rates Highway Heavy

<b>Document Number</b>	<b>Title</b>
<b>Addenda</b>	
00900	02/23/10 Addendum {If any addendum is issued, it will be bound in the front of contract sets following contract execution}

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01020	03/08/11	Allowances
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01500	08/09/12	Temporary Facilities
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01510	02/23/10	Construction Indoor Air Quality/Temp HVAC Plan
01550	08/09/12	Public Safety and Convenience
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01700	02/02/12	Project Closeout
01730	05/23/12	Operations and Maintenance Data
01900	03/12/12	Prohibition of Asbestos Containing Materials
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**VOLUME 2****City Standard Technical Specifications**

102S	08/20/07	Clearing and Grubbing
104S	09/26/12	Removing Portland Cement Concrete
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403S	09/26/12	Concrete for Structures
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432S	01/04/10	P.C. Concrete Sidewalk
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506	03/15/11	Manholes
508S	02/24/10	Miscellaneous Structures and Appurtenances
509S	09/26/12	Excavation Safety systems
510	01/02/13	Pipe
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604S	08/18/10	Seeding for Erosion Control
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<b>Document Number</b>	<b>Title</b>
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610S	09/26/12 Preservation of Trees and Other Vegetation
628S	10/30/09 Sediment Containment Dikes
639S	08/18/10 Rock Berm
641S	06/21/07 Stabilized Construction Entrance
642S	09/01/11 Silt Fence
701S	09/26/12 Fencing
703	09/22/88 Fencing for Excavations
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803S	11/15/11 Barricades, Signs and Traffic Handling
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340S-1	09/29/99 HMAC Transverse Construction Joint
430S-1	09/29/99 Curb and Gutter Section
430S-2	01/04/10 Reinforced Curb and Gutter Section
430S-3	09/29/99 Curb Expansion Joint Dowel Detail
430S-4	09/29/99 Concrete Backfill Under Curb and Gutter
430S-5	04/05/99 Reinforcing Bar Detail at Existing Curb & Gutter
432S-1	03/26/08 Sidewalk
433S-1	10/19/09 Type 1 Driveway (1&2 Family Residential Use Only)
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433S-2	02/24/10 Type II Driveway
503S-4S	02/14/02 Storm Drain Manhole Ring and 813 mm (32") Cover
503S-2W	09/23/10 Sanitary Sewer Manhole Ring and 610mm (24") Cover
503S-4W	09/23/10 Sanitary Sewer Manhole Ring and 813mm (32") Cover
503S-5W	09/23/10 Watertight Manhole Ring and 813 MM (32") Cover
505S-1	08/18/00 Concrete Encasement
506S-1	02/14/02 Manhole Invert Plan
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506S-4	08/31/11 New Manhole Construction and Minor Manhole Adjustment
506S-5	02/17/00 Typical Box Manhole 760mm (30") & Larger Pipe
506S-7	08/31/11 Precast Manholes w/Drop Inlet on Cast-in-Place Foundation
506S-8	08/31/11 Precast Manhole w/Drop Inlet on Precast Base
506S-9	08/31/11 Precast Manhole on Cast in Place Foundation
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510S-1	02/17/00 Concrete Trench Cap
510S-3	08/19/02 Typical Trench with Paved Surface
510S-5	03/13/06 Typical Trench with Unfinished Surface
510-6	02/11/86 Concrete Thrust Blocking
511S-7	03/09/04 Typical Gate Valve 100 mm – 600 mm (4" – 24")
511S-9A	08/31/11 Drain Valve Assembly
511S-10	12/23/02 Debris Cap Installation
511-11	09/16/88 Valve Box Casting C-3 Lid
511S-12	04/05/99 Valve Box Casting C-7 Lid
511S-13A	08/31/11 Water Valve Box Adjustment to Grade w/Full Depth Concrete
511S-13B	08/31/11 Water Valve Box Adjustment to Grade w/Concrete and HMAC
511S-13C	10/19/09 Water Valve Box Concrete Pad in Unpaved Areas
511S-14	04/05/99 Valve Box Casting C-6 Lid
511S-16	04/05/99 Valve Box Casting C-5A Collar
520S-1	06/01/10 Water & Wastewater Service Connection 5'x5' Esmt.
520S-1A	08/31/11 Modified Water and Wastewater Service Connection Detail
520S-3	08/31/11 Double Water/Wastewater Service Connection Detail
520S-3A	09/23/10 Single Wastewater Service Connection Detail
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<b>Document Number</b>	<b>Title</b>
593S-1	02/21/01 Concrete Retard
610S-1	11/15/99 Tree Protection Fence Locations
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610S-3	11/15/99 Tree Protection Fence Type B – Wood
610S-4	11/15/99 Tree Protection Fence Modified Type A-Chain Link
628S	03/27/00 Triangular Sediment Filter Dike
628S-2	10/30/09 Filter Dike Inlet Protection
639S-1	08/24/10 Rock Berm
641S-1	05/23/00 Stabilized Construction Entrance
642S-1	09/01/11 Silt Fence
802S-1	01/04/11 C.I.P. Building Project Sign
804S-1	01/04/11 Arterial One Lane Closure
804S-2	03/13/06 Collector / Residential Street Flagging Operations
804S-3	03/13/06 Temporary Traffic Control Pavement Markings
804S-4	04/03/09 Safety Fence
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804S-6A	02/21/01 Low Profile Concrete Barrier Type 1
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1100S-1	01/04/10 Casting Adjustment
1100S-2	01/04/11 Flexible Base with Asphalt Surface Trench Repair - Existing Pavement
1100S-4	12/09/08 Temporary Trench Repair – Asphalt Surface
1100S-5	09/14/05 Full Depth Asphaltic Concrete Pavement Trench Repair
1100S-7	09/14/05 Street Repair Requirements Within Intersections
1100S-8A	02/24/10 Traffic Lane Replacement for Outer Lane Excavations
1100S-8B	02/24/10 Traffic Lane Replacement for Interior Lane Excavations

#### **Special Provisions to City Standard Technical Specifications**

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SP504S	10/01/10 Adjusting Structures
SP505S	11/22/10 Encasement and Encasement Pipe
SP509S	07/11/12 Excavation Safety Systems
SP510	11/05/10 Pipe
SP511S	11/04/10 Water Valves
SP602S	05/16/13 Sodding for Erosion Control
SP609S	05/16/13 Native Grassland and Seeding and Planting for Erosion Control
SP610S	10/16/09 Preservation of Trees and Other Vegetation
SP700S	07/05/12 Mobilization
SP803S	12/12/12 Barricades, Signs, and Traffic Handling

#### **Special Specifications**

S01071	08/28/98 Lift Station Component Compliance List
S01521	02/25/13 Sanitary Facility Modifications and Rehab
S01540	01/22/13 By-Pass Pumping
S01650	02/02/12 Submersible Startup
S01757	05/23/12 Disinfection
S02251	09/11/12 Demolition Salvage
S02500	02/02/12 Access Road
S02554	02/25/13 Line Relay and Spot Repair
S02555	07/05/12 Emergency Repairs
S02615	07/05/12 Temporary Waterline Stop
S02800	02/02/12 Site Requirements
S02805	02/02/12 Chain Link Security Fence
S02820	02/02/12 Decorative Security Fence
S03300	04/06/12 Lift Station Cast In Place Concrete

<b>Document Number</b>	<b>Title</b>
S05520	02/20/14 Aluminum Handrails
S09900	02/02/12 Lift Station Painting and Coatings
S10435	02/02/12 Lift Station Sign
S10522	02/02/12 Fire Extinguishers
S10800	04/26/95 Equipment INFOR Tagging
S11305	02/02/12 Submersible Non-clog Sewage Pumps
S11306	02/02/12 Submersible Grinder Sewage Pumps
S11312	10/18/12 Progressive Cavity Pump
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S15065	09/12/12 Submersible Piping
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S16010	02/02/12 Electrical General Provisions
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S16140	02/02/12 Wiring Devices
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S16460	02/02/12 Dry Type Transformers 600 and Below
S16470	02/02/12 Panelboards
S16480	02/02/12 Motor Control Center
S16485	02/02/12 Electrical Systems Analysis
S16490	02/02/12 Automatic Transfer Switch
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S16520	02/02/12 Site Lighting
S16530	02/02/12 Aviation Obstruction Lights
S16600	02/02/12 Lighting
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S16642	02/02/12 Cathodic Protection System
S16700	02/02/12 Common Control Panel Requirements for Equipment
S16710	02/02/12 PLC Based Remote Telemetry Unit, RTU
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**Document  
Number**
**Title**

S16941	02/02/12	Submersible Level Transducer
S16942	02/02/12	Digital Indicator Controller
S16943	02/02/12	Temperature Transmitter RTD
S16951	02/02/12	Lift Station Calibration and Testing
S16952	02/02/12	Submersible Specified Item Summary
17000	08/13/12	General Control System Requirements
17320	08/13/12	MAS Radio Subsystem
17410	08/13/12	Panels and Enclosures
17420	08/13/12	Remote Terminal Unit Requirements
17500	08/13/12	Instrumentation and Control Equipment
17900	08/13/12	Instrument List
17920	08/13/12	Remote Terminal Unit I/O List

**Special Details/Figures:**

503S-6W	04/14/10	Watertight Manhole Ring and 813 mm (32") Cover
503S-7W	04/14/10	Cleanout Ring and Cover
510S-3 MOD	05/05/08	Modified Typical Trench with Paved Surface Using CLSM (Flowable Fill)
520S-4A	04/14/10	Wastewater Cleanout Casting (Unpaved Location)
520S-6 MOD	05/08/08	Modified Wastewater Deep Service Connection

**VOL. 3**    10/09/00    **MBE/WBE Procurement Program Package**

**END**

<b>No.</b>	<b>Bid Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Item Description</b>	<b>Unit Price</b>	<b>Amount</b>
190	S02554-32	2500	LF	LINE TRENCH EXCAVATION OF EXISTING PIPE FOR DEPTHS OF 0 - 10 FT., INCLUDING REMOVAL AND DISPOSAL OF EXISTING PIPE.	\$ _____	\$ _____
191	S02554-33	1500	LF	LINE TRENCH EXCAVATION OF EXISTING PIPE FOR DEPTHS OF 10.1 - 16 FT., INCLUDING REMOVAL AND DISPOSAL OF EXISTING PIPE.	\$ _____	\$ _____
192	S02554-34	2500	LF	LINE BACKFILL WITH MATERIAL EXCAVATED FROM TRENCH FOR DEPTHS OF 0 - 10 FT.	\$ _____	\$ _____
193	S02554-35	1500	LF	LINE BACKFILL WITH MATERIAL EXCAVATED FROM TRENCH FOR DEPTHS OF 10.1 - 16 FT.	\$ _____	\$ _____
194	S02554-36	2	EA	EXCAVATION, CONSTRUCTION, MAINTENANCE AND REMOVAL OF AN 18 FT. DIA. TEMPORARY SHAFT UP TO 14 FT. BELOW GRADE, COMPLETE IN PLACE.	\$ _____	\$ _____
195	S02554-37	2	EA	REMOVE EXISTING 4 FT. DIA. PRECAST CONCRETE WETWELL ACCESS MANHOLE AND REPLACE WITH A 6 FT. DIA. FRP RISER, WITH ALUMINUM HALLADAY SERIES R1R ACCESS DOOR INCLUDES TEMPORARY SHORING TO PROTECT AN ADJACENT FOUNDATION, COMPLETE AND IN PLACE.	\$ _____	\$ _____



**Bidding Requirements, Contract Forms Conditions of the Contract**  
**WAGE RATES AND PAYROLL REPORTING**  
Section 00830BC

**PREVAILING WAGE RATE DETERMINATION**

**BUILDING CONSTRUCTION TYPE**

COUNTY NAME : TRAVIS

Wages based on DOL General Decision: TX140017 03/07/2014 TX17

CLASSIFICATION	RATE	FRINGES	TOTAL WAGE
Bricklayer (Excluding Caulking & Waterproofing)	\$ 13.25	\$ -	\$ 13.25
Caulkers	\$ 13.05	\$ -	\$ 13.05
Carpenter *	\$ 20.25	\$ 7.15	\$ 27.40
Carpenter (Formbuilding Only)	\$ 13.20	\$ -	\$ 13.20
Cement Mason/Concrete Finisher	\$ 10.22	\$ -	\$ 10.22
Electrician **	\$ 26.18	\$ 6.66	\$ 32.84
Elevator Mechanic*** (< 5 yrs experience)	\$ 38.38	\$ 25.185	\$ 63.57
Elevator Mechanic*** (> 5 years experience)	\$ 39.11	\$ 25.185	\$ 64.30
Floor Layer: Carpet (Soft) Floor	\$ 10.00	\$ -	\$ 10.00
Glaziers	\$ 18.37	\$ 6.53	\$ 24.90
HVAC Mechanic (Excluding Duct or Pipe Work)	\$ 11.83	\$ 1.14	\$ 12.97
Iron Workers - Structural (Excluding Metal Bldg. Erection)	\$ 20.55	\$ 4.40	\$ 24.95
Iron Worker - Reinforcing	\$ 10.00	\$ -	\$ 10.00
Laborer (Common)	\$ 7.57	\$ -	\$ 7.57
Laborer (Brick Tender)	\$ 8.00	\$ -	\$ 8.00
*Lead Paint & Asbestos Abatement	\$ 12.17	\$ -	\$ 12.17
Millwright	\$ 20.56	\$ 7.15	\$ 27.71
Painter - Brush	\$ 10.06	\$ 0.31	\$ 10.37
Painter - Drywall Finishing	\$ 9.00	\$ -	\$ 9.00
Painter - Spray	\$ 9.70	\$ 0.19	\$ 9.89
Pipefitter (Including HVAC Work)	\$ 27.03	\$ 10.40	\$ 37.43
Plumber (Excluding HVAC Work)	\$ 27.03	\$ 10.40	\$ 37.43
Power Equipment Operator - Backhoe	\$ 11.11	\$ 1.92	\$ 13.03
Power Equipment Operator - Crane	\$ 12.50	\$ 2.03	\$ 14.53
Power Equipment Operator - Front End Loader	\$ 11.33	\$ -	\$ 11.33
*Roofer	\$ 13.80	\$ -	\$ 13.80
*Roofer - Metal	\$ 14.05	\$ -	\$ 14.05
Sheet Metal Worker (Including HVAC Duct Work)	\$ 24.30	\$ 10.18	\$ 34.48
Sprinkler Fitter	\$ 14.00	\$ -	\$ 14.00
Tile Setter	\$ 13.00	\$ 1.55	\$ 14.55
Tile Setter - Finisher	\$ 10.00	\$ -	\$ 10.00
Truck Driver (Lowboy)	\$ 8.00	\$ -	\$ 8.00
Waterproofers	\$ 12.13	\$ -	\$ 12.13

<http://www.wdol.gov/wdol/scafiles/davisbacon/tx.html>

\* See Page 2 for Additional Wage Information

Note: \*Lead Paint & Asbestos Abatement and Roofer Classifications have been added to this Prevailing Wage Rate Determination pursuant to a City of Austin Prevailing Wage Survey (trades absent from DOL).

The Wage Compliance information detailed below was excerpted from General Decision TX070018 or other DOL sources.

#### 1. Additional Trade information:

Carpenters\* (including acoustical installation and drywall framing/hanging, including metal studs ).  
Electricians\*\* - Including low voltage wiring for computers, fire/smoke alarms and telephones.  
Elevator Mechanics\*\*\* - also must be paid for 7 holidays - New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day, and Veterans Day.  
Welders - Receive rate prescribed for craft performing operation to which welding is incidental.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added upon the advance approval of City of Austin Contract Administration. CONTRACTOR shall submit to City of Austin Contract Administration for review the classification, a bona fide definition of work to be performed and a proposed wage with sample payrolls conforming to area practice prior to the start of the job for that type of work.

#### 2. Wages

The Total Wage may be met by any combination of cash wages and credible "bona fide" fringe benefits by the employer. For overtime, the basic hourly rate listed in the contract wage determination must be used in computing pay obligations.

#### 3. Crediting fringe benefit contributions to meet DBA/DBRA and City of Austin requirements:

The Davis-Bacon Act (and 29 CFR 5.23), list fringe benefits to be considered. Examples are:

- > Life Insurance
- > Health Insurance
- > Pension
- > Vacation
- > Holidays
- > Sick Leave

Note: The use of a truck is not a fringe benefit; a Thanksgiving turkey or Christmas bonus is not a fringe benefit. No credit may be taken for any benefit required by federal, state, or local law such as: workers compensation, unemployment compensation; or social security contributions.

Contributions to fringe benefit plans must be made regularly, e.g. daily, weekly, etc. They must be more frequent than quarterly. (see 29 CFR 5.5 (a)(1)(I)) A periodic bonus may not be counted as a fringe benefit.

#### 4. Annualization of Benefit Costs

If a firm provides an electrician with \$200 per month medical insurance, to calculate allowable fringe benefit credit contributions per hour, the formula ( [\$200 x 12 months] divided by 2080 hours = \$1.15 per hour ) should be used.

#### 5. Proper Designation of Trade

A work classification on the wage decision for each worker must be made based on the actual type of work he/she performed and each worker must be paid no less than the wage rate on the wage decision for that classification **regardless** of his or her level of skill.

#### 6. Split Classification

If a firm has employees that perform work in more than one classification, it can pay the wage rates specified for each classification ONLY if it maintains accurate time records showing the amount of time spent in each classification. If accurate time records are not maintained, these employees must be paid the highest wage rate of all the classifications of work performed by each worker. Accurate time records tracking how many hours a worker performed the work of one trade and then switched to another trade must be accounted for on a daily basis and reflected on Employer Certified Payroll accordingly.

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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

In the listing above, the "SU" designation means that rates listed under the identifier do not reflect collectively bargained wage and fringe benefit rates. Other designations indicate unions whose rates have been determined to be prevailing.

#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS:**

The Contractor prepares submittals. Drawings and general provisions of Contract, including Section 00700, "General Conditions"; Section 00810, "Supplemental General Conditions"; Division 1 requirements and City of Austin Technical Specifications and Special Provisions thereto, should be used as the related documents for this requirement. Attachment 1 lists the submittals that have been identified for this project. **Partial submittals will be returned without review.**

**1.2 SUMMARY**

- A. This Section includes administrative and procedural requirements for submittals required for performance of the Work, including the following:
  - 1. Security plan.
  - 2. Contractor's construction schedule.
  - 3. Submittal schedule.
  - 4. Shop drawings.
  - 5. Product data.
  - 6. Samples.
  - 7. Quality assurance and quality control submittals, including calculations, mix designs and substantiating test results.
- B. Administrative Submittals: Refer to other Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:
  - 1. Permits.
  - 2. Applications for Payment.
  - 3. Performance and Payment bonds.
  - 4. Insurance certificates.
  - 5. Monthly Subcontractors expense report.
  - 6. Non-use of asbestos affidavits
- C. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Section 00700, "General Conditions"; and Section 00810, "Supplemental General Conditions" specifies requirements for submittal of the Schedule of Values.
  - 2. Division 1, Section 01200, "Project Meetings" specifies requirements for submittal and distribution of meeting and conference minutes.
  - 3. Section 00700, "General Conditions"; Section 00810, "Supplemental General Conditions"; and/or Division 1, Section 01700, "Project Close-out" specifies requirements for submittal of Project Record Documents and warranties at project close-out.
  - 4. Section 00700, "General Conditions" Article 6.2.4 specifies requirements for Substitutes and "Approved Equal" Items.

**PART 2 - PRODUCTS - not used**

**PART 3 - EXECUTION**

**3.1 SUBMITTAL PROCEDURES**

Contractor shall be responsible for the following:

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
  1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals or resubmittals concurrently.
    - a. The E/A reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
  3. Processing: To avoid the need to delay installation as a result of the time required to process submittals, allow sufficient time for submittal review, including time for resubmittals.
    - a. Allow fourteen (14) calendar days for initial review. Allow additional time if the Engineer must delay processing to permit coordination with subsequent submittals.
    - b. If an intermediate submittal is necessary, process the same as the initial submittal.
    - c. Allow fourteen (14) calendar days for processing each resubmittal.
    - d. No extension of Contract Time will be authorized because of failure to transmit submittals to the E/A sufficiently in advance of the Work to permit processing.
  4. The CONTRACTOR is to review shop drawings, product data and samples prior to submission to determine and verify the following.
    - a. Field measurements
    - b. Field construction criteria
    - c. Conformance with the Specifications
  5. Each shop drawing, working drawing sample and catalog data submitted by the CONTRACTOR to have affixed to it the following Certification Statement, signed by the CONTRACTOR:

"By this submittal, I hereby represent that I have determined and verified all field measurements, field construction criteria, materials, dimensions, catalog numbers and similar data and I have checked and coordinated each item with other applicable approved shop drawings and all Contract requirements."
- All Submittals without the Certification Statement will not be reviewed and will be returned to the CONTRACTOR for proper submission.
6. No portion of the Work requiring a shop drawing, sample or catalog data is to be started nor any materials be fabricated or installed prior to the approval or qualified approval of such item. Fabrication performed, materials purchased or on-site construction accomplished which does not conform to the approved shop drawings and data to be at CONTRACTOR's risk. The OWNER shall not be liable for any expense or delay due to corrections or remedies required to accomplish conformity.

7. Notify the E/A in writing, at the time of submittal, of any deviations in the submittal(s) from the requirements as specified with in the Contract Documents.
  8. The review and approval of submittals by the E/A does not relieve the CONTRACTOR from his responsibility with regard to the fulfillment of the terms of the Contract. All risks of error and omission in submittals prepared by CONTRACTOR are assumed by the CONTRACTOR and the E/A shall have no responsibility therefore.
- B. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
1. Provide a space approximately 4 inches by 5 inches (100 by 125 mm) on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.
  2. Include the following information on the label for processing and recording action taken.
    - a. Project name.
    - b. Date.
    - c. Name and address of the Contractor's Engineer.
    - d. Name and address of the Contractor.
    - e. Name and address of the subcontractor.
    - f. Name and address of the supplier.
    - g. Name of the manufacturer.
    - h. Number and title of appropriate Specification Section.
    - i. Drawing number and detail references, as appropriate.
- C. Number of Copies:
1. Four (4) hard copies and one electronic of the proposed Construction schedule and subsequent revision are required in format specified by OWNER. CONTRACTOR must upload to the Owner provided FTP site in specified folders.
  2. Four (4) hard copies and one electronic of the proposed Submittal schedule and subsequent revision are required in format specified by OWNER. CONTRACTOR must upload to the Owner provided FTP site in specified folders.
  3. Nine (9) hard copies and one electronic of Shop Drawings, Product, Product Samples, Quality Assurance and Quality Control submittals are required in format specified by OWNER. CONTRACTOR must upload to the Owner provided FTP site in specified folders.
  4. One (1) one electronic of Shop Drawings, Product, Product Samples, Quality Assurance and Quality Control submittals are required in format specified by OWNER. Contractor must upload to the Owner provided File Transfer Site (FTP) in specified folders. CONTRACTOR must upload to the Owner provided FTP site in specified folders.
- D. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Contractor to the E/A through the Owner's Representative using a transmittal form (An example Transmittal Form is provided at the end of this section). The E/A will not accept submittals received from sources other than the Contractor.
1. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.



2. Number transmittals in sequence for each Series of the Specifications thus: x-xxx. The number after the dash indicates the Section of the Specifications, and the number before the dash is the sequence number of the transmittal. For example, the first item submitted related to Specification Item No. 506, "Manholes" would be labeled **1-506**, the second item submitted would be labeled **2-506**, etc. If the submittal item relates to a Special Provision or Special Specification, use **SP506** or **SS5061**, for example, to indicate the applicable Specification Section. Identify resubmittals with a letter of the alphabet following the original sequence number, using "A" for the first resubmittal, "B" for the second resubmittal, etc. For example, the first resubmittal of the second item submitted for Specification SP506 would be labeled **2A-SP506**.

### **3.2 CONTRACTOR'S CONSTRUCTION SCHEDULE**

- A. Construction Schedule: As described in Section 2.4.2 of Section 00700 "General Conditions", prepare a fully developed Contractor's construction schedule ("Baseline Schedule") using Microsoft Project<sup>®</sup> software unless otherwise approved by Owner's Representative. Submit Baseline Schedule including MS Project source file prior to or at the preconstruction conference, and submit updated schedules and MS project source file as specified by the E/A, usually at each regularly scheduled Project Meeting and with each pay application.
  1. Detail each significant construction activity and use a weekly timeframe for the schedule. Use the same breakdown of units of the Work as indicated in the "Schedule of Values."
  2. With each update, revise task completion percentage and mark completed tasks.
  3. Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.
  4. Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the Work. Show each activity in proper sequence. Indicate graphically the critical path items and the sequences necessary for completion of related portions of the Work.
  5. Indicate the phases of work in which subcontractors will be participating. Subcontractors shall be indicated by name.
  6. Coordinate the Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittal Schedule, progress reports, payment requests, and other schedules.
  7. Indicate substantial completion in advance of the date established for Final Completion to allow time for the E/A's procedures necessary for certification of Substantial and Final Completion.
  8. Separate 3-week look ahead will not be permitted in-lieu of a fully revised project schedule.
  9. Schedule must include the following columns of information: % complete, Baseline Start, Baseline End, Baseline Duration, Actual Start, Actual Finish, and Actual Duration.
  10. The schedule shall be sequential and have the critical path highlighted with dependencies shown"
- B. Work Stages: Indicate important stages of construction for each major portion of the Work, including submittal review, testing, and installation.



- C. Cost Correlation: Within the Baseline Schedule, provide cost information indicating planned and actual costs. On the appropriate task line(s), show dollar volume of Work performed as of the dates used for preparation of applications for payment. Refer to Section 00700, "General Conditions", Article 14 Payment to Contractor and Completion for cost reporting and payment procedures.
- D. Distribution: Following response to the Baseline Schedule submittal, distribute electronic copies to the E/A, subcontractors, suppliers, and other parties required to comply with scheduled dates. Keep a copy at the Project Site at all times.
  - 1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
- E. Schedule Updating: Revise the schedule after each meeting, event, or activity where revisions have been recognized or made and as requested by the E/A. Issue the updated schedule concurrently with the report of each meeting, or as requested by the E/A.

### **3.3 SUBMITTAL SCHEDULE**

- A. Concurrently with the development of the CONTRACTOR's Construction Schedule, prepare a complete schedule of submittals in Excel format. Submit the initial Submittal Schedule in Excel spreadsheet format along with the Construction Schedule, at, or prior to, the Pre-construction Conference.
  - 1. Coordinate Submittal Schedule with the list of subCONTRACTORs, Schedule of Values, and the list of products as well as the CONTRACTOR's Construction Schedule.
  - 2. Prepare the schedule in order by specification division. Provide the following information not limited to:
    - a. Submittal number.
    - b. CONTRACTOR reference number.
    - c. Related Section number or Specification number.
    - d. Submittal category (Shop Drawings, Product Data, Calculations, Test Results, or Samples).
    - e. Description of the work covered.
    - f. Name of the subCONTRACTOR.
    - g. Target due date.
    - h. Target date for completion of the E/A's review.
    - i. List the following information to be filled in later:
      - Actual Submittal Date.
      - Date Rec'd by ENGINEER.
      - Scheduled return date for completion of the E/A's review.
      - Number of days under review.
      - Reviewer.
      - Date sent to reviewer.
      - Date received from reviewer.
      - Verified against SPL (yes/no/NA)?
      - Accepted (A) or Rejected (R).
      - Action / Note.
      - Date returned to CONTRACTOR.
      - Days past original target submittal date
      - Comments"
- B. Distribution: Following Owner's response to the initial submittal, print, upload the Excel spreadsheet to FTP site and distribute copies to the Owner's Representative, E/A, Owner, subCONTRACTORs, suppliers, and other parties required to comply with submittal dates indicated. Keep copies at the Project Site at all times.

1. When revisions or resubmittals are made, add the new resubmittal to the submittal schedule as a separate item using the nomenclature described in section 3.1 of this specification. Distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities."
- C. Schedule Updating: Revise the schedule after each meeting or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting, or as requested by the E/A.

### **3.4 CONSTRUCTION SEQUENCE PLANS**

The Contractor is required to submit construction sequence plans to the City at, or prior to, the pre-construction conference for approval. The Project shall be divided into phases according to the sequence of construction given in the Drawings and traffic control plans. The Contractor shall arrange his/her work schedule to complete all Work on each phase, including street repair, any valve casting or manhole adjustments, and street overlay before moving on to the next work area.

### **3.5 SHOP DRAWINGS**

- A. Submit newly prepared information drawn accurately to scale. Highlight, circle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
- B. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings. Include the following information:
1. Dimensions;
  2. Identification of products and materials included by sheet and detail number;
  3. Compliance with specified standards;
  4. Notation of coordination requirements; and
  5. Notation of dimensions established by field measurement.
  6. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 inches by 11 inches but no larger than 24 inches by 36 inches.
  7. Do not use Shop Drawings without an appropriate stamp indicating action taken.

### **3.6 PRODUCT DATA**

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, applicable certifications and performance curves.
1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information:
    - a. Manufacturer's printed recommendations;
    - b. Compliance with trade association standards;
    - c. Compliance with recognized testing agency standards;
    - d. Application of testing agency labels and seals;
    - e. Notation of dimensions verified by field measurement; and
    - f. Notation of coordination requirements.
  2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
  3. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.

- a. Do not proceed with installation until a copy of the final submission of Product Data is in the Installer's possession.
  - b. Do not permit use of unmarked copies of Product Data in connection with construction.
4. Potable Water, Reclaimed Water, and Wastewater Items or Projects: The Contractor shall submit descriptive information and evidence that the materials and equipment the Contractor proposes for incorporation into the Work is of the kind and quality that satisfies the specified functions and quality. **Austin Water Utility Standard Products Lists (SPL)** are a part of the Specifications. Contractors shall use products specified in the Contract Documents, listed on the SPLs, or approved by AWU through the process in Section 2.4.0 of the Utilities Criteria Manual. Products contained in the SPL cannot be substituted for items shown on the Drawings, or called for in the specifications, unless approved by the E/A in conjunction with the Austin Water Utility Standards Committee. **Unless otherwise specified**, products current at the time of solicitation shall be installed except where an updated List has been issued to remove a product because of quality or performance issues.

### 3.7 SAMPLES

- A. Submit full-size, fully fabricated Samples cured and finished when specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.
1. Mount or display Samples in the manner to facilitate review of qualities indicated. Include the following:
    - a. Specification Section number and reference;
    - b. Generic description of the Sample;
    - c. Sample source;
    - d. Product name or name of the manufacturer;
    - e. Compliance with recognized standards; and
    - f. Availability and delivery time.
  2. Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
    - a. Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least 3 multiple units that show approximate limits of the variations.
    - b. Refer to other Specification Sections for requirements of Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
    - c. Refer to other Sections for Samples to be returned to the Contractor for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.
    - d. Samples not incorporated into the Work, or otherwise designated as the Owner's property, are the property of the Contractor and shall be removed from the site prior to Substantial Completion.
  3. Maintain sets of Samples, as returned, at the Project Site, for quality comparisons throughout the course of construction.
    - a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.

- b. Sample sets may be used by Owner for final acceptance of the construction associated with each set.
- B. Distribution of Samples: Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.

### **3.8 QUALITY ASSURANCE AND QUALITY CONTROL SUBMITTALS**

- A. Submit quality assurance and quality control submittals, including design data, certifications, manufacturer's instructions, manufacturer's field reports, materials test results, field testing and inspection reports, and other quality-control submittals as required under other Sections of the Specifications.
- B. Certifications: Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements, submit a certification from the manufacturer or responsible Engineer certifying compliance with specified requirements.
  - 1. Signature: Certification shall be signed by an officer of the corporation or other individual authorized to sign documents on behalf of the company.
- C. Calculations: When required in the technical specification, calculations shall be prepared and stamped by a Professional Engineer registered in the State of Texas.
- D. Concrete, Controlled Low Strength Material, Asphalt Stabilized Base and Hot Mix Asphalt Concrete Mix Designs and Substantiating Test Data: Requirements for submittal of mix designs and substantiating test data are specified in the applicable Technical Specification Section. Each separate batch plant supplying ASB, HMA and/or concrete shall submit mix designs to the Owner's Representative for review.

### **3.9 TECHNICAL SUBMITTALS REQUIRED**

- A. The Contractor shall refer to the Standard Technical and Special Specifications for a complete list of submittal requirements.

### **3.10 ENGINEER/ARCHITECT'S ACTION**

- A. Except for submittals, for the record, or for information where action and return is not required, the E/A will review each submittal, mark to indicate action taken, and return within the time frame specified in Paragraph 3.1.A.3.
  - 1. Compliance with specified characteristics is the Contractor's responsibility.
- B. Action Stamp: The E/A will stamp each submittal with a uniform, action stamp. The E/A will mark the stamp appropriately to indicate the action taken, as follows:
  - 1. "Reviewed": the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
  - 2. "Reviewed with Comments": the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
  - 3. "Revise and Resubmit" or "Rejected": do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations and resubmit without delay. Repeat if necessary to obtain different action mark.

- a. Do not use, or allow others to use, submittals marked "Revise and Resubmit" or "Rejected" at the Project Site or elsewhere where Work is in progress.
  4. Other Action: Where a submittal is for information, or for record purposes, or for special processing, or for other activity, the E/A will return the submittal marked "Record Copy", "Action Not Required" or "No Action Taken."
- C. Unsolicited Submittals: The E/A will return unsolicited submittals to the sender without action.

### **3.11 PREPARATION AND SUBMITTAL OF CONSTRUCTION RECORD DRAWINGS**

The Owner's Representative and the Contractor's Superintendent will each maintain a set of blueines noting any changes in ink during construction of the Project. The Owner's Representative and the Contractor's Superintendent will compare blueines at least weekly (at a time mutually acceptable to both) to exchange information and compare notes to ensure all items installed and changes are documented. The following is a recommended minimum of items to be noted:

#### GENERAL

1. Notes should be sufficiently clear to allow a draftsman to easily make the necessary changes without the need for field checks and interpretation.
2. One complete set of Construction Record blueines will be submitted prior to the final pay request and forwarded to the Owner.
3. CONTRACTOR will submit to the OWNER and upload an electronic copy to the FTP site of the redline drawings before final submittal to the E/A"

#### STREET RECONSTRUCTION AND OVERLAY PROJECTS

1. Location, type, and quantity of all work added or deleted from the Project including repair areas, milled areas, sidewalk, ramps, curb and gutter, etc.
2. Deviations in street, sidewalk, curb and gutter location and grades from Drawings.

#### WATER/WASTEWATER PROJECTS

1. Type, name and model numbers of all valves (with # of turns to open/close), air release valves, drain and fire hydrants noted at locations installed.
2. Installed locations of all assignments, appurtenances and elevations which differ from those indicated on the Drawings.
3. Pipe manufacturer type and classification noted in sufficient detail to determine location and extent of each type or classification installed.
4. Modification to any standard or special details noted.
5. Location and description of pipe closures.
6. Thrust blocking locations and restrained pipe lengths, approximate dimensions and quantities noted.
7. Location, type and quantity of all addition and deletions.
8. Changes in grade.

The above list is not intended to be complete. Any information noted which could be used for future maintenance, location and construction projects is encouraged to be noted on the blueines.

### **3.12 CONSTRUCTION DIARIES**

The Contractor shall prepare a daily construction diary recording as a minimum the following information concerning events at the site and submit duplicate copies to the Owner's Representative at weekly intervals. The copies are to be signed by the project Superintendent as defined in Section 00700, Article 6.1.2.

1. Work performed;
2. Approximate count of Contractor's personnel, by classification, on the site;
3. List by classification, of all Subcontractors, personnel and any professionals on the site that day;



4. List of all equipment on the site by make and model;
5. High and low temperatures together with general weather conditions;
6. Start time and finish time of day's work;
7. Accidents and / or unusual events;
8. Meetings and significant decisions made;
9. Stoppages, delays, shortages and / or losses;
10. Meter readings and / or similar recordings;
11. Emergencies procedures that may have been needed;
12. Orders and requests of governing authorities;
13. Change Orders received and implemented;
14. Services connected and / or disconnected;
15. Installed equipment and / or system tests and / or startups and results;
16. Partial completions and / or occupancies; and
17. Date of substantial completion certified.
18. Date of notice to proceed, duration, date of substantial completion, percent of time used.
19. At a minimum, 6 digital photos with date stamped inside camera taken at appropriate times showing representative work, incorporated into the PDF diary (not provided separately)

### **3.13 Request For Information (RFI) Log**

- A. The CONTRACTOR will be responsible for providing and updating an Request For Information (RFI) log throughout the project. This will be
  1. Prepare the log in chronological order. Provide the following information not limited to:
    - a. RFI number.
    - b. Subject / Description.
    - c. SubCONTRACTOR involved.
    - d. Specification / Drawing referenced.
    - e. Date received from CONTRACTOR.
    - f. Date returned to CONTRACTOR.
    - g. Response / Resolution.
    - g. Number of days under review.
- B. Distribution: Following Owner's response to the initial submittal, print, upload the excel spreadsheet to FTP site and distribute copies to the Owner's Representative, E/A, Owner, subCONTRACTORS, suppliers, and other parties. Keep copies at the Project Site at all times.
  1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities."
- C. RFI Log Updating: Revise the log after each meeting or activity where revisions have been recognized or made. Issue the updated log concurrently with the report of each meeting, or as requested by the E/A.

### **3.14 Change Order Log**

- A. The CONTRACTOR will be responsible for providing and updating a Change Order Log throughout the project. This will be
  1. Prepare the log in chronological order. Provide the following information not limited to:
    - a. Reference number.
    - b. RFP number.
    - c. Description.
    - d. SubCONTRACTOR involved.
    - e. Current status.

- f. Date requested by OWNER.
  - g. Response from CONTRACTOR info: date, amount, and additional/deletion days.
  - h. Response to CONTRACTOR info: date, amount, and additional/deletion days.
  - i. Change Order number to be used for item.
  - j. Change Order information: date, amount, additional/deletion of days.
- B. Distribution: Following Owner's response to the initial submittal, print, upload the Excel spreadsheet to FTP site and distribute copies to the Owner's Representative, E/A, Owner, subCONTRACTORS, suppliers, and other parties. Keep copies at the Project Site at all times.
  - 1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities."
- C. Change Order Log Updating: Revise the log after each meeting or activity where revisions have been recognized or made. Issue the updated log concurrently with the report of each meeting, or as requested by the E/A.

### **3.15 Asset Management Tracking Form**

"The Owner will provide asset tags for equipment and the CONTRACTOR will be responsible for affixing the tags on the equipment. The CONTRACTOR shall not affix asset management tags until Owner has accepted the installation.

The CONTRACTOR shall work with the ENGINEER and owner to complete and submit the Asset Management Tracking Form included in the project manual. This warranty/equipment list must be broken down in sufficient detail and approved by owner. Asset management tag numbers along with warranty information shall be tracked using the form provided and submitted with the required affidavits at the completion of the project. The Excel file of the form included will be provided to the CONTRACTOR upon request. The electronic file as well as hard copies shall be provided to the Owner as required by the Specifications."

### **3.15 APPLICATION FOR PAYMENT**

The Contractor shall include the following documentation, in addition to any requirements stipulated elsewhere in this section or in section 00700 General Conditions, as part of his monthly application for payment.

- 1. updated Progress Schedule (Microsoft Project and PDF);
- 2. monthly subcontractor report;
- 3. updated submittal schedule and log (Microsoft Excel and PDF);
- 4. construction photos documenting the work included in the payment application (PDF and hard copy)
- 5. any other documentation required under the Supplemental General



## Shop Drawing Transmittal

Month XX, 2008

Transmittal No. \_\_\_\_\_  
Previous Transmittal No. \_\_\_\_\_  
Previous Submittal Date \_\_\_\_\_

City of Austin  
Construction Inspection Division  
Public Works Department  
P.O. Box 1088  
Austin, Texas 78767

Project Name: Austin Lakeside Drive

Attention: Owner's Representative

Enclosed are nine (9) copies of the following items for your review:

<u>Item No.</u>	<u>Description</u>	<u>Submittal Type</u>	<u>Specification Section</u>	<u>Subcontractor/Supplier</u>
1.	6" DI Pipe	Produce Data	510	ABC Company
2.	8" Resilient Seat Gate Valve	Product Data	511	DEF Company

**NOTE: Item 1 above contains a deviation from the Specifications as indicated on the item**

Submitted by: \_\_\_\_\_

XYZ Company  
101 Ranch Road 2974  
Austin, Texas 78759

**END**